

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

August 10, 2004
10:00 AM
Student Senate Chambers

Minutes

PLEASE TURN ALL PAGERS AND CELL PHONES OFF OR TO VIBRATE
PRIOR TO THE START OF THE MEETING

Present: Ron Addis, Samantha Bass, Chris Behrens, Teresa Blanding, Gail Bryson, Deanna Burns, Deborah Cantrell, Wayne Chao, Linda Cocke, Glenda Dickson, Karon Donald, Mike Edwards, Corey Ferrier, Gary Gaulin, Sally Glenn, Dexter Hawkins, James Hood, Heather Irwin, Billie D. Jones, Linda Kanaley, Jean Kopczyk, Phil Landreth, Al Littlejohn, Cindy Long, Cindy Owens, Michelle Piekutowski, Dan Schmiedt, Bill Shivar, Wanda Smith, Christine Sober, Terri Vaughan

Absent: Barbara Bergman, Lynn Boiter, Keith Chapman, Richard Cowan, Patricia Dobey, Christine Drais, Lynn Fowler, Emma Knight, Robin Lay, Judy Link, Julia McBride, Jenny Peay, Gary Pye, Steve Shiflet

Guest: Professor of Music and Director of the Brooks Center: Lillian Harder

President Ron Addis called the meeting to order and introduced Professor Lillian Harder as the guest speaker at 10:00 AM.

1. **Approval of Minutes:** The June Minutes were approved with 2 corrections
2. **Guest Speaker:** Lillian Harder, Director of the Brooks Center and Professor of Music

Topic: The Brooks Center

Professor Harder gave an overview of the various events and future goals of the Brooks Center. The Brooks Center is a not-for-profit entity that brings artistic excellence, creativity, and diversity in the arts to the Upstate. It is a professional roadhouse that will be hosting 75 different events this year. Ticket pricing for the events is very competitive compared to other venues in South Carolina. Over 13,000 children attended shows last year for a \$2 ticket price. Single tickets for all events are now on sale. If you purchase 10 tickets, you get a 10% discount. The Brooks Center also supports the Department of Performing Arts. The Department now offers a Bachelor of Art in Production Studies in Performing Arts, where students are offered a well-rounded education in all the technical, production, and administrative elements of performing arts.

3. **Open Commentary:** None

4. **Announcements from the President:** None

A. Academic Council, Richard Cowan: No Report.

B. Administrative Council, Lawrence Nichols: The Administrative Council has met very little this summer however, the council is in the process of what is referred to as a "discovery process." The discovery process is the process of the Administrative Council looking at income and expenses. The goal is to ensure that income and expenses are aligned. The Administrative Council is putting together a committee that will specifically work on balancing income and expenses.

C. Board of Trustees, Ron Addis: A 12.7% tuition increase was approved.

D. Governmental Affairs, Richard Cowan. No Report. Did not meet.

E. President's Cabinet, Ron Addis. No Report.

F. Other:

1. **Human Resources,** Lawrence Nichols: There has been a major change in the Fair Labor Standard Act regarding jobs. Specifically, this Act affects jobs that are overtime exempt and jobs that are overtime eligible. Under this act, some jobs that are currently overtime exempt will very likely come under the new rule of classification as overtime eligible and vice versa. As of yet, this change has not been finalized. A date of August 23, 2004 has been set for implementation of this change.

5. Treasurer's Report, Cynthia Long: The E & G Budget for FY-2005 is \$5,090.00 for Other and \$1,000.00 for Travel which is the same as FY-2004. There is a remaining performance credits of \$800.00. The use of performance credits is generally allowed for specific one-time needs within a departmental area such as a computer or printer, etc. however, there must be a legitimate need to use performance credits money otherwise, it will not be released. The annual fund currently has \$ 13,210.00. The Endowment Fund currently has a little over \$157,000.00 in principle. The transfer request for the golf tournament, the Benefits Fair and all of the fund raising activities for FY-2004 was made prior to June 30, 2004 but the actual transfer will take place in mid September 2005 therefore, the principle Endowment amount will go up to about \$170,000.00 at that time. The vending fund request for FY-2005 was made and the Classified Staff Senate was awarded \$5,000.00. There was a remaining balance for FY-2004. President Ron Addis made a request to use the remaining funds from FY-2004 if there is a need. Ron's request was approved based on the availability of funds.

6. Committee Reports

A. Standing Committees

- 1) Membership, Chris Sober:** The Membership Committee is proposing a bylaw revision to incorporate the Senator-at-large issue. There are currently five vacancies to be filled. We are currently looking for candidates for Areas 10, 14, 18, and 20. If you know of anyone who may be interested in serving as a Senator in these areas, please contact a member of the Committee.
- 2) Communications, Corey Ferrier:** The last hardcopy of the newsletter was sent out in June; this will be the last printed copy. All future newsletters will be sent electronically. The Communications Committee is working on the August newsletter which will be published in two ways; it will be published on the Classified Staff Senate website and it will be sent to each senator to forward to their constituents. All senators were sent a bulletin by email on improving communications with their constituents. Corey reminded the senators to send the monthly summary that is sent to them to their constituents and to also let their constituents know who they are.
- 3) Policy & Welfare, Dan Schmiedt:** The Policy and Welfare Committee met with Lawrence Nichols and Fran Massey in the Human Resources Department on August 10, 2004 at 8:30 AM to discuss in-house employees being treated differently than outside employees in the hiring process. It was determined that basically, there is no hiring inequity. The problem is miscommunication and a misunderstanding about hiring policies and procedures. The Policy and Welfare Committee will write a brief report that summarizes their findings in time for the next Classified Staff Senate Meeting.
- 4) Scholarship, Jenny Peay.** No Report
- 5) Activities, Lynn Boiter & Gary Pye:** The new scholarship brochure was finalized and printed. The campaign for new payroll deductions will begin late August, 2004.
The slogan will be: **This is Family Business!**

B. University Committees

- 1) Accident Review Board, Gary Pye.** No Report.
- 2) Air & Water Quality Committee, Gary Gaulin:** Everyone received a "boil water notice" on email on August 3, 2004 regarding a storm damage incident that resulted in a loss of water pressure. After taking samples, technicians put a ban on any water used for drinking or cooking by requiring all water to be boiled for at least an hour. However, it was later determined that there was no water contamination and the ban was lifted. Because of Harry Kirby's schedule, Gary has not had a chance to speak with him about the specifics of this matter.
- 3) Athletic Council, Phil Landreth:** The Athletic Council will meet later in August.
- 4) Bookstore Advisory, Cindy Long:** They are preparing for faculty representation at this time. There will be a meeting held in the next few weeks.
- 5) Faculty Senate Budget Accountability, Phil Landreth:** Will meet at a later date.
- 6) CATS, Robbie Nicholson:** No Report.
- 7) Clemson University Foundation Board, Ron Addis:** No Report.
- 8) Council on Community & Diversity, Terri Vaughan:** The Council on Community and Diversity meet twice monthly to address issues of diversity at Clemson University and in the community. President Barker attended the July 6 meeting to discuss the formation of a task force to assess diversity at Clemson and suggest diversity initiatives. During the August 3 meeting, council members recommended 5 people to serve on the Diversity Task Force. Some of the issues the task force will be asked to address are:

1. Diversity in the curriculum

2. Implementation of a yearly assessment report detailing expressions of diversity in each academic college.
 3. Closer communication between directors of diversity initiatives and programs.
 4. A comprehensive diversity website.
 5. Non-discrimination policy for all diversity groups on campus.
 6. Establishment of a special day for campus and community members to engage in diversity-related events and activities.
 7. Encouragement of each campus and community member to become acquainted with someone different than themselves.
- 9) **Campus Master Plan Task Force**, Al Littlejohn: No Report.
 - 10) **Human Resources Advisory**, Julia McBride: No Report.
 - 11) **Joint City/University**, Christine Drais: No Report.
 - 12) **Library Advisory**, Karon Donald: Did not meet.
 - 13) **Parking Advisory**, Dan Schiemdt: Did not meet. The committee will meet the first Thursday in September.
 - 14) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker: No Report.
 - 15) **President's Commission on the Status of Women**, Chris Sober:
 - A. As part of the Tenth Anniversary Celebration, on September 20, 2004, Dr. Caroline Whitson, who is the President of Columbia College, will speak at 4:00 PM. There will be a reception following Dr. Whitson's speech.
 - B. The Health Fair that was scheduled for November 12, 2004 has been postponed due to a scheduling conflict.
 - C. The Senior Solutions Group's Health Fair has been moved to October 25, 2004.
 - D. There will be an art exhibit in the lobby of the Brooks Center that will depict various women's occupations.
 - E. As apart of the Women's Lecture Series, Alex Sanger will lecture on October 11, 2004 at 7:00 PM in Tillman Hall.
 - 16) **Recreation Advisory**, Dexter Hawkins: Did not meet. Payroll deduction is available for Fike membership. If anyone has any suggestions about changes regarding Fike, please send an email to Dexter Hawkins at DHWKNS@clemson.edu.
 - 17) **Substance Abuse Advisory Committee**, Richard Cowan: No Report.
 - 18) **South Carolina State Employees Association**, Betty Cook: No Report.
7. **Unfinished Business**
- A. **Ombudsman Proposal:** There hasn't been any word regarding this matter however, Lawrence Nichols will bring this matter before the Administrative Council.
 - B. **No/Low Cost Benefits:** Flu shots have been mentioned however, there is no guarantee that this will happen.
8. **New Business**
- A. A proposal was made by President Ron Addis to create a numeric questionnaire or survey of classified staff opinions. (Valerie will send an email to all Senators requesting that they email her suggested questions.) The Classified Staff Senate may ask for outside assistance from the marketing department on campus.
 - B. The By-Laws written by the Membership Committee were read. A motion was made by Gary Gaulin to change the word "could" to "will" in the by-laws. Gary's motion will be considered at the next meeting.
9. **Announcements**
- A. A new director has been hired in Development and Alumni Affairs. His name is Brian O' Rourke. Mr. O' Rourke is a Clemson Alumnus and has worked in Development for 17 years. His first day on the job will be August 23, 2004.
10. **Adjournment:** There being no further business, the meeting adjourned at 11:15 AM.

Next Meeting: Tuesday, September 14, 2004 at 10:00 AM, Student Senate Chambers

Guest Speaker: Dr. Jerome V. Reel, Jr., Senior Vice Provost of Undergraduate Studies & Academic Services.

Topic: The History of Clemson.